



MIAMI BEACH

BUILDING DEPARTMENT
1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139
Phone 305-673-7610 Fax 305-673-7857

APPOINTMENT REQUEST FORM PLEASE CHECK BOX THAT APPLIES

Date ____/____/____

☐ ADMINISTRATION

Contact Name _____ Phone _____ Email _____

Person you wish to meet with _____ Requested Date of Meeting _____

Purpose of Meeting: _____

☐ PLANS EXAMINERS / CHIEFS

Contact Name _____ Phone _____ Email _____

Permit #(s) _____

Jobsite Address _____

Architect
Name & Phone # _____ Email _____

Engineer
Name & Phone # _____ Email _____

Requested Date of Meeting (Afternoon Only) _____

Discipline(s) _____

Chief(s) _____

PLEASE NOTE: WHEN REQUESTING A MEETING WITH THE PLANS EXAMINERS, THE ARCHITECT AND/OR ENGINEER OF RECORD MUST BE PRESENT AT THE TIME OF MEETING, OTHERWISE, THE APPOINTMENT WILL BE CANCELLED.

----- FOR OFFICE USE ONLY -----

Date of Meeting _____

Scheduled Time P.M. (ONLY)	Discipline(s) Bldg/Struct/Elec/Mech/Plmg/Elev/Flood	Time In	Time Out
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

Note: Fire Appointments can only be scheduled by the Fire Marshall's Office @ 305-673-7123

Please Submit to: Scarlett Molina-Urrego (ScarlettMolina-Urrego@miamibeachfl.gov) for: Administration
Judy Gonzalez (JudithGonzalez@miamibeachfl.gov), Gema Aranda, (GemaAranda@miamibeachfl.gov), or
Nisca Cesar (NiscaCesar@miamibeachfl.gov) for: Chiefs / Plans Examiners